BOARD OF DIRECTORS MEETING MINUTES
March 26, 2024
5:00 pm

Call to Order
Karen Bounds called the meeting to order at 5:00 p.m.

Roll Call
Board Members Present:
Carbondale: Loretta Broomfield, Jenna Griffith
Champaign: Sarah Hill, Emily Pickell
Edwardsville: Frank Buckingham, Linda McDonnell, Josh Short, Kristy Walker
C.E. Brehm: Karen Bounds
ISL: Ann Chandler, Kristi Lear
Zoom: Ryan Johnson

Board Members Absent: Tammy Krouse, Chastity Mays

Other Attendees and Guests:
Carbondale: Anna Yackle
Champaign: Kat Anderberg
Edwardsville: Leslie Bednar, Stacie Bushong, Brandon Chapman, Zach Henderson, Rhonda Johnisee, Cassandra Thompson, Jill Trevino
ISL: Mandy Saia

3.1 Approve the February 27, 2024 Minutes
Roll Call - Carried

4.1 Approve the Director and Staff Activity Report
Roll Call - Carried

5.1 Accept the February 2024 Bills
Roll Call - Carried

6.1 Accept the February 2024 Financial Reports
Roll Call - Carried

12.1 Approve the Staff Report
Roll Call - Carried

16.2 Approve Wood River Hartford CUSD #15 Membership
Roll Call - Carried

16.3 Approve Strategic Plan Process
Roll Call - Carried

16e Approve April Agenda Topics
Roll Call - Carried
Approve February 27, 2024 Minutes
No discussion.

A motion and second were made to approve the February 27, 2024 minutes (Attachment 3.1). Motion carried unanimously by roll call vote.

Director & Staff Activity Report
No discussion.

A motion and second were made to approve the Director and Staff Activity Report (Attachment 4.1). Motion carried unanimously by roll call vote.

Acceptance of February Bills 2024
No discussion.

A motion and second were made to accept the February bills 2024. Motion carried unanimously by roll call vote.

February 2024 Financial Report
The Finance Director shared the following report.

FY2024 Grants Status
- IHLS has received written approval on the following FY2024 Special Revenue Grant applications at the requested levels – Cataloging Maintenance Center (CMC) - $686,693, iLEAD Library Trustee Training (LTT) $269,900, and Online Computer Library Center (OCLC) - $168,532. IHLS has received $664,390 or 96.75% of the CMC grant funds and 100% of the OCLC grant funds. IHLS has received reimbursement for the first and second quarter expenditures of $146,712.20 for the iLEAD LTT grant.
- IHLS has received written approval for the FY2024 System Area & Per Capita Grant (SAPG) application at the level of $3,919,852.02. IHLS has received $3,464,159.81 or 88.37% of the FY2024 SAPG.

In February, we received the second payment for the CMC grant of $329,390 and the 2nd quarter iLEAD LTT grant expense reimbursement of $87,628.05.

February 2024 Financial Reports
The financial reports included in your board packet represent IHLS’ financial activities through February 29, 2024.

On the Statement of Revenues and Expenditures, the column titled, “IHLS Approved FY2024 Total Budget Remaining Percentage”, represents the remainder left (based on percentage) of the “IHLS Approved FY2024 Budget”. As of February 29, 2024, the target benchmark of the remaining budget should be 33% for all budget line items except "Personnel" which should be 35% based on the total of 26 payrolls for the fiscal year.

Statement of Revenues and Expenditures
General Fund
Total Revenues: Year to date (YTD) Actuals are above YTD Budget by 33.8%. Total Expenses YTD Actuals are below YTD Budget by 13.7%.

**SHARE**

Fees for Services and Materials: YTD Actuals of $1,446,702.06 represents 93.1% of the projection in the FY2024 budget. As of February 29, 2024, 99.7% of that amount has been collected. Total Expenses: YTD Actuals are below YTD Budget by 0.9%.

**Balance Sheets**

**General Fund**

Cash and Cash Equivalents as of February 29, 2024, the General Fund cash balance was $6,361,172.59. This balance would fund IHLS General Fund operations for an estimated 15.7 months based on the FY2024 approved expenditure levels. This balance would fund the IHLS General and the iLEAD LTT grant for an estimated 14.8 months.

**SHARE**

Cash and Cash Equivalents as of February 29, 2024, the SHARE cash balance of $2,258,980.05 represents $1,040,012.72 of SHARE Reserve Funds, $69,941.76 of Committed Funds for eBooks Cloud Subscription purchases, and $1,149,025.57 Unrestricted (SHARE operations). The Unrestricted Funds will fund SHARE operations for approximately 6.3 months based on the FY2024 operations budget.

No discussion.

*A motion and second were made to accept the February 2024 Financial Report. Motion unanimously by roll call vote.*

**FOIA Update**

None

**OMA Update**

None

**Public Comment**

None

**Illinois State Library Report**

- The Illinois State Library (ISL) is in the final stages of using the EAV and tax rates for the public library per capita grants in order to calculate awards and expect them to be awarded sometime in April.
- The federal government has passed a budget, staff expect to hear about the Library Services and Technology Act (LSTA) award at the end of April. This impacts the systems, as the first payment is made with these funds to support delivery services.
- ISL has started receiving applications from academic libraries for the Open Educational Resources (OER) grant, which is being offered for the first time this year. This new project is going to impact Illinois college students by offering access to textbooks and educational resources, free of charge. Staff are working with the Consortium of Academic and Research Libraries (CARLI) for implementation.
- Project Next Generation (PNG) grant applications are due April 30. This program involves matching at-risk teens with mentors and technology in order to work on skill development and critical thinking.
• Adult Literacy grant applications are being sent to reviewers, and staff continues to monitor and conduct site visits for all of last year’s grants.
• The Illinois General Assembly is currently in session, and ISL has been playing a role in hosting events, including visits from the Lieutenant Governor and Governor.

Communication
The executive director introduced the new full stack developer Zach Henderson.

286 members responded to the Automatic Materials Handler System (AMHS) feedback survey. There is overwhelming support for an AMHS. Some member concerns that were submitted were discussed. If an AMHS is implemented it will be out of necessity to optimize delivery based on item increases and budget. The executive director gave a tour of the website page which provides information and cost calculators. Questions were answered and discussed.

Member Day Final Report
The IHLS staff who helped plan and execute Member Day were thanked. There were 14 sessions with 476 participants. There were 17 sponsors and 8 exhibitor booths. The event ended up under budget even though it was expanded. More details can be found in the report.

SHARE Fee Proposal Update
SHARE members voted to adopt a new fee structure beginning in FY2025, that will include both cloudLibrary and Aspen as a core part of membership. Clarification was stated that an AMHS would not affect SHARE fees. The fee changes also include a 17% cap on increases for FY2025 and FY2026, an incremental increase in cataloging fees for FY2025-FY2027, and a pathway to smaller increases as needed in the future. The new fee structure will be based on enrollment for schools and academics, revenues for publics, and usage for special libraries, with corresponding scales for each type of library.

Reaching Forward South Conference
Reaching Forward South (RFS) has partnered with the Illinois Library Association (ILA). IHLS & SHARE are sponsoring the event as it benefits so many members, both geographically and as a conference that is very affordable and specific to library support staff. The Total Eclipse of the Heart conference will be in Collinsville at the Gateway Convention Center on Friday, April 19, 8:30 am. – 4:00 p.m. A member welcome at McDills Irish Pub the night before from 6:00 - 8:00 p.m. Both IHLS and SHARE have several team members presenting sessions.

Joint IHLS/RAILS Board Meeting
The meeting will not be held in April and a new survey with fall dates will be emailed to board members soon.

Staff Report
Staff Update
A motion and second were made to approve the Staff Report [Attachment 12.1]. Motion carried unanimously by roll call vote.

Personnel
None
Committee Reports

Executive
The committee met, held a routine meeting, and discussed items later on this agenda.

Budget and Finance
The committee met and held a routine meeting.

Policy and Membership
The committee met and discussed the board nomination process and membership considerations. A reminder that the committee will be meeting on April 1. An update was shared about the Metropolis Public Library and the Mayor’s choice to replace three of the board members. The Secretary of State has released a statement in support of those board members who may be removed.

Facilities and Operations
The committee did not meet.

Personnel
The committee did not meet.

Advocacy and Education
The committee did not meet.

Partnership Reports

Association of Illinois School Library Educators (AISLE)
The AISLE partnership is considering a shared sponsorship for a booth at the joint Illinois Association of School Boards and Illinois Association of School Administrators conference in November. AISLE, the Illinois Library Association (ILA), IHLS, and the Reaching Across Illinois Library System (RAILS) will jointly staff a booth at the conference with advocacy materials.

Illinois Library Association (ILA)
ILA is in award nominations season. This is a good time to nominate colleagues and apply for grants. A strategic planning workshop was developed and will be released in the near future. The More Than a Building website was recently introduced with tools and links for library staff. House Bill 4567 was introduced, if passed it will increase penalties for threats made to library workers. Voting for the ILA board will open April 1 and a link can be found on the website.

Illinois State Library Advisory Committee (ISLAC)
The committee meets later this week.

Unfinished Business

Open Board Position
No discussion.
The position will be filled after the FY2024 board elections are complete to avoid asking a member to fill in for such a brief period of time.

Executive Director Review Process
No discussion.
The board reviewed the Executive Director Review Process (Attachment 15.1). The survey, instructions and information will be released April 1. Please complete the survey professionally.
New Business
IHLS Staffing
No discussion.
Currently IHLS has 93 employees. FY2024 employee resignations: voluntary 41%, involuntary 6%, retirees 47%, and personal 6%. Operations had the highest turnover, attributed to employees fully retiring and leaving the workforce.

FY2025 SAPG Timeline
No discussion.
There was a review of the FY2025 SAPG (System Area & Per Capita Grant) Timeline [Attachment 16.1] to keep the board informed of how the process moves forward.

Membership Considerations
No discussion.

A motion and second were made to approve Wood River Hartford SD #15 as members [Attachment 16.2] Motion carried unanimously by roll call vote.

IHLS 2024 Strategic Planning
Questions about member participation in the process was discussed.

A motion and second were made to approve the IHLS 2024 Strategic Planning process [Attachment 16.3] and ad hoc committee. Motion carried unanimously by roll call vote.

Agenda Building
No discussion.

A motion and second were made to include the following topics on the April agenda. Motion carried unanimously by roll call vote.

- Presentation on the AMHS and the consultant present for information
- First read of the FY2025 Operational Plan, Budget, and Budget Narrative

Public Comment
None

Announcements
None

Adjournment
Adjourned at 6:24 p.m.